

# Charter School Facility Workshop

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## School Site Acquisition Process

*presented by:*

**The California Department  
of Education**



# Overview

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**If the Charter School is seeking state facility funds under Prop. 47, the following information applies:**

- Evaluating Alternative Sites
- Obtaining California Department of Education (CDE) Approval
- Obtaining CDE Plan Approval

# Evaluating Alternative Sites

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## School Site Selection and Approval Guide

- Community involvement
- Site selection committee
- Developer maps
- Donated site

# Evaluating Alternative Sites:

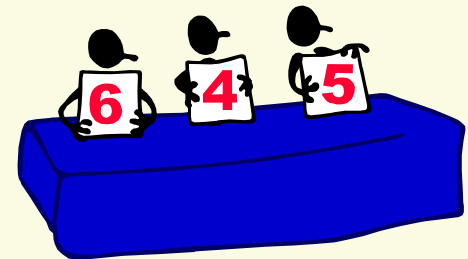
## Safety

### Avoid “man-made” hazards

- Airports
- Highways, railroads
- High voltage power lines, high pressure gas lines
- Toxins (*pitfall*)
- Noise

### Avoid natural hazards

- Flood plain
- Earthquake fault zone



# Evaluating Alternative Sites: Screening & Ranking

## Location

## Environment

- Wetlands

## Streets/Accessibility

- Two sides of site
- Linkage to local/regional street/transportation network
- Safe walking route to site
- Accessibility

## Utilities & public services

- Gas/electric
- Water/sewer
- Fire and police protection
- Public transportation

## Surrounding land use

- Residential zoning
- Parks
- Joint use



# Evaluating Alternative Sites: Screening & Ranking (Cont.)

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## Size and shape

- Adequate acreage for planned enrollment
- Appropriate dimensions



## Topography

- Grading and drainage considerations
- Site planning issues

# Evaluating Alternative Sites:

## Availability

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### Cost

- Purchase vs. Condemnation (*pitfall*)
- Site Development: Grading, Utilities, et al

### Political Considerations

- Community Acceptance
- Coordination with Local Planning Commission
- Zoning
- CEQA (*pitfall*)



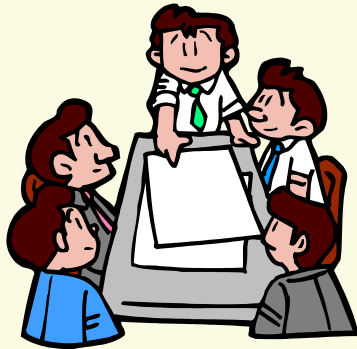
A spiral-bound notebook with a light beige, textured cover. The spiral binding is on the left side, and the cover has a subtle pattern of faint, overlapping rectangular shapes in shades of brown and beige. The title "Obtaining CDE Site Approval" is centered on the cover in a dark brown, serif font.

# Obtaining CDE Site Approval



# Obtaining CDE Site Approval: Early & On-Going Communication

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- Initial field site review (4.0)
  - Identify and evaluate alternatives

- Making effective use of CDE in site selection process
  - Negotiations
  - Resolving local issues

# Obtaining CDE Site Approval: Documentation Requirements

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- Field site review form (SFPD 4.0, 4.01)
- Airport? Division of Aeronautics review/report
- Maps and legal description
- Planning commission report



# Obtaining CDE Site Approval: Documentation Requirements (Cont.)

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## Written Findings

- Hazardous Waste Disposal
- Air Emissions
- Gas Pipelines



## Phase I Environmental Site Assessment



## Geologic Hazards Study



## CEQA Documents

# Obtaining CDE Site Approval: Documentation Requirements (Cont.)

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- 📄 School Site Report (SFPD 4.02)
- 📄 School Site Certification (SFPD 4.03)
- 📄 Schematic site plan
- 📄 Description of unused sites
- 📄 “Justification” for master-planned size of site







A spiral-bound notebook with a textured, light brown cover. The spiral binding is on the left side. The text "CDE Plan Approval" is centered on the cover in a dark green, serif font.

# CDE Plan Approval




# Obtaining CDE Plan Approval

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-  Preliminary Plan Approval
-  Final Plan Approval
-  CDE Advisories
-  CDE Resources

# Obtaining CDE Plan Approval: Plan Review Requirements

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-  Approval based on *California Code of Regulations (CCR), Title 5, Section 14030*
-  Call your SFPD consultant at the schematics/preliminary phase
-  Submit preliminary plan package to SFPD

# Obtaining CDE Plan Approval: Preliminary Plan Submittal

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## **Required documents include:**

- Educational Specifications
- Site Plan
- Floor Plans
- Demolition Plans
- Elevations
- 2A Diagrams



# Obtaining CDE Plan Approval: Final Plan Submittal

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## **Required documents include:**

- Copy of SFPD preliminary plan approval letter
- Letter to indicate no changes have been made
- Floor Plans
- 3A Diagrams
- Construction Cost Estimate

# Obtaining CDE Plan Approval: SFPD Advisories

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-  00-01 Site and Plan Approval Procedures Related to Hazardous Materials
-  00-02 Update on School Facility Program Funding
-  00-03 California Playground Safety Regulations
-  00-04 Processing of Minor Modernization Plans
-  00-05 Update on School Sites and Airports

# Obtaining CDE Plan Approval:

## Resources

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### **CDE Publications:**

- Guide for Development of a Long-Range Facilities Plan
- School Site Analysis and Development Guide
- School Site Selection and Approval Guide



**Internet:** [www.cde.ca.gov/facilities](http://www.cde.ca.gov/facilities)



### **CDE/SFPD Contact**

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# Other Important Contacts:

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